



OFFICE OF THE SP SECRETARY
LGU – City of Bayawan
Province of Negros Oriental
(035) 430-0453 (local 1220)
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www.bayawancity.gov.ph
www.bayawancitycouncil.com

Form SP031 v.01

Checklist of Requirements for
SHORT/MEDIUM/LONG TERM PLANS
(to be accomplished in 8 sets)

Office/Client: _____

Original Copies of the Following:

- ☐ Endorsement from the Mayor
- ☐ CDC Resolution
- ☐ Council Resolution (in case of LDRRM Funds/Peace and Order/Youth Development)
- ☐ Duly signed Plan
- ☐ Others (as may be required by the reviewing office)

Submitted by: _____ Date: _____
(Signature over Printed Name)

Reviewed by: _____ Date: _____

Received by: _____ Date: _____

Remarks:

